

# OFFICIAL IBSD MINUTES

APRIL 26, 2017  
IONA-BONNEVILLE SEWER DISTRICT (IBSD)  
MONTHLY BOARD MEETING

Meeting called to order by Chairman Jason Blundell at: 7:03 p.m.

**Board Members Present:** Jason Blundell (Chairman, absent); Robert Esplin; Matt Porter (Acting Chairman; Stephanie Bird; Brady Belliston

**IBSD Staff:** Cindy Wellman, Manager; Donna Bridges, Field Coordinator; Marina Meier, Manager

**Attorney:** Tony Sasser, Sasser Law Office

**Public:** Bruce Baxter, patron; Kurt Nelson, patron; Dave Noel, Forsgren & Associates

**Agenda Items:**

1. School District #93 High School, update
2. Open Board Member Position: Matt Porter
3. First Street, update: Forsgren
4. Fairmont Lift Station, update
5. Green Valley #5 approval: Eagle Rock Engineering
6. Lincoln Road, update: Forsgren
7. Panorama Hills, update
8. IBSD staff, update
9. Approval of minutes: 03/22/2017 and 04/12/2017
10. Payment of bills

**Meeting minutes:** For additional information, please reference the meeting recording.

00:00:00      **SCHOOL DISTRICT #93 HIGH SCHOOL, UPDATE**

Ms. Bridges stated she spoke to Jeff Freiberg, the engineer for the school, who let her know that the current focus is on the onsite construction. They plan to start the offsite improvements in the fall when the canal does not have water. The County has told him to incorporate the new entrance to the lift station in his plans which he will be developing this summer. He is also planning on working on the plans for the lift station improvements this summer as well.

The Board discussed whether to leave this item on the agenda since there should not be any updates for several month. It was decided to leave it as a running item in case there is additional information.

00:03:10

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00:03:10           **OPEN BOARD MEMBER POSITION: MATT PORTER**

Mr. Porter stated that he is in the process of building a new home that is outside the District. He was expecting to move in August but the sale of his home happened sooner than expected. His home closes on May 23rd which means the next meeting will be his last. His seat will be filled by the appointment process.

Ms. Wellman stated that she will post a notice on statements to let people know about the opening. In the past interested parties would submit a statement of qualifications. This can be submitted prior to or during the next meeting.

00:05:50

00:05:50           **FIRST STREET, UPDATE: FORSGREN  
FAIRMONT LIFT STATION, UPDATE**

Mr. Dave Noel, Forsgren & Associates, stated that he met with Bonneville County's engineer regarding the new access to the Fairmont lift station. The existing access will be relocated from First Street to Crowley Road with the improvements to the intersection of First Street and Crowley Road. This will move the access further from the intersection making it safer with the increase traffic when the high school is finished.

00:11:40

00:11:40           **GREEN VALLEY #5 APPROVAL: EAGLE ROCK ENGINEERING**

Ms. Bridges presented the proposed plan for Green Valley, Div. 5. The excavator for the project requested that they be allowed to install a line under the canal prior to approval so they could get it done prior to the water being in the canal. They were told they could but it would be at their own risk.

**MOTION:** Mr. Esplin made a motion to conditionally approve the proposed subdivision Green Valley, Division 5 subject to the Engineer's review and approval. **MOTION SECONDED:** Mr. Belliston seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Esplin, Mr. Porter, Ms. Bird and Mr. Belliston)

00:14:15

00:14:15           **LINCOLN ROAD, UPDATE: FORSGREN**

Mr. Dave Noel stated that the intersection of Ammon and Lincoln Roads will include a roundabout. The decided to do this is partly due to the existing power pole which would be expensive to relocate. Mr. Noel believes it may be wise to look at the sections of sewer main north and south of this intersection. It may be that slip lining is possible due to the condition of the lines. Bonneville County has sent a letter that included a "no cut" restriction for the new roadway.

He has not seen the construction plan but suspects that they will start at Hitt Road and work their way east. The project will most likely be phased. Mr. Noel is proposing that line items be placed in the bid package to cover unexpected items that might occur due to phasing of the work. This will minimize the risk and cost of change orders.

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Mr. Noel would like to plan to watch sewer video near the intersection with Ms. Bridges. The engineers working on utility placement for this project have suggested using the Bonneville County Utilities Coordinating Council meetings as a way to coordinate the Lincoln Road project. Ms. Bridges is already attending the meetings and it was agreed that having someone from Forsgren in attendance would be a good idea. The Board also tasked Forsgren & Associates with looking at the lines north and south of the intersection to assess condition prior to construction.  
00:33:10

## 00:33:10 PANORAMA HILLS, UPDATE

The Board had tasked the staff to develop a letter that allows septic tank installation with a dry line. The Board reviewed the draft of the letter and discussed if and when it would apply. It was agreed that the letter would be adequate for the purpose of allowing construction in areas within the District that do not have active sewer services.  
00:39:35

## 00:39:35 IBSD STAFF, UPDATE

Ms. Wellman introduce the new District Manager, Marina Meier. She has been training and things are going well. The new Administrative Assistant, Britney Gaudio, will start next Friday.

Ms. Wellman stated that Laserfiche will be hosting an event in Twin Falls that she thinks would benefit the staff to attend. Mr. Esplin asked if it would be a good idea to have Caselle training, either by sending the new employees to Caselle or having someone come to the office. Ms. Wellman will look into the options for training.

There will be a function before the next monthly meeting as a farewell to Ms. Wellman. The new elected Board Member will also be in attendance as well as the appointment of a new member. The appointed Board Member will serve until the next election.  
00:49:45

## 00:49:45 APPROVAL OF MINUTES: 03/22/2017 AND 04/12/2017

**MOTION:** Mr. Esplin made a motion to approve the meeting minutes for March 22, 2017 and April 12, 2017 as amended. **MOTION SECONDED:** Mr. Belliston seconded. **MOTION PASSED:** 3-0 (Yay: Mr. Esplin, Mr. Porter and Mr. Belliston; Abstain: Ms. Bird)  
00:51:15

## 00:51:15 PAYMENT OF BILLS

**MOTION:** Mr. Porter made a motion to approve the bills as presented. **MOTION SECONDED:** Ms. Bird seconded. **MOTION PASSED:** 4-0 (Yay: Mr. Esplin, Mr. Porter, Ms. Bird and Mr. Belliston)  
00:52:10


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00:52:10      **ADJOURNMENT**

The meeting adjourned at 7:55 p.m.

  
\_\_\_\_\_  
Chairman of the Board of Directors

5/24/17  
Date

  
\_\_\_\_\_  
Secretary/Treasurer

5/24/17  
Date

# OFFICIAL IBSD MINUTES



## Monthly Expenses - April 26, 2017

Ace Hardware	Office Supplies	\$	21.16
Advantage Emp. Solutions	Payroll, Employee, Board	\$	10,906.24
AFLAC	Insurance	\$	116.35
Amazon	Office Supplies	\$	8.47
Bank of Commerce	Replenish Office Account	\$	584.28
BK Professional Services	Spring Clean Up/Mowing	\$	185.00
Blue Skies	Office Water	\$	20.00
Bonneville County UCC	Membership	\$	25.00
Buff N Shine Building Maint.	Office Cleaning	\$	185.00
Cable One	Internet/Phone	\$	441.93
Cal Ranch	Retirement	\$	50.00
Caselle	Software Support	\$	598.67
Chase Paymentech	Merchant Processing Fees	\$	951.74
City of Ammon	Sewer Treatment	\$	3,744.00
City of Idaho Falls	Sewer Treatment	\$	67,211.88
City of Idaho Falls	Maintenance/Inspections	\$	2,193.42
Falls Water	Office Water	\$	17.75
Forsgren	Engineering	\$	1,012.50
HealthSmart Benefit Solution	Insurance	\$	32.00
ICRMP	Insurance	\$	1,781.00
Intermountain Gas	Office Utility - Gas	\$	25.81
Jim's Trophy	Retirement	\$	79.90
Lucy's Pizza	Retirement	\$	100.01
Post Register	Legal Notice	\$	271.68
Public Retirement System	PERSI	\$	2,813.49
Rocky Mountain Power	Electrical, Lift Stations, Meters, Office	\$	628.25
Sam's Club	Office Supplies	\$	11.76
United Mailing Direct	Monthly Statements	\$	2,532.42
Utility Billing - Refunds	Refunds to patrons	\$	2,090.52
Walmart	Retirement	\$	33.23
Western Recycling	Recycle	\$	30.00
Xpress Bill Pay	Online payments	\$	1,326.67
	Total	\$	100,030.13